

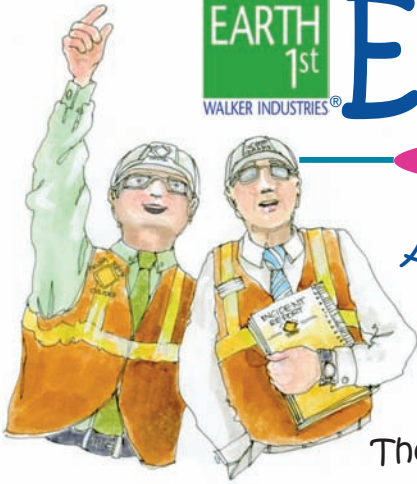
Wanda wonders about How to organize an emergency response.



# Take Time to Plan Environmental Messenger

IMAGINE RESPONDING TO AN EMERGENCY WHEN NOBODY KNOWS WHAT THEIR ROLE IS. IT WOULD BE CHAOS!

## EMERGENCY RESPONSE INCIDENT COMMAND



A good command structure that clearly outlines everyone's roles and responsibilities ensures an effective emergency response.

A knowledgeable Incident Commander is essential to a smoothly flowing emergency response.

The Incident Commander is responsible for coordinating the emergency response. That means developing and executing a plan with the help of an emergency response team.



If you are the first person on the scene, you are the Incident Commander until relieved by the designated Incident Commander for your facility or workplace.



The following essential roles need to be assigned by the Incident Commanders

- **planning** – someone responsible for planning the way the incident will be handled
- **Environmental, Health & Safety** – someone who ensures environmental, health and safety requirements are met during the emergency
- **Evacuation** – someone to coordinate evacuation
- **Record Keeping** – someone to keep records of the "who, what, where, when and how" of the incident
- **Research** – someone who can find information that may be useful to the response (for instance the characteristics of the chemicals involved in the incident)
- **operations** – someone to do the work
- **Logistics** – someone to get the tools and equipment needed by operations to respond
- **public information officer** – someone to notify the required government agencies and respond to questions from the media or the public about the incident
- **Financial** – someone who can manage the financial aspects of the emergency response



### Questions

Who is the Incident Commander for your facility or job site?

What roles would most easily be combined in an emergency response?

What records should be kept during an emergency response?

Why is it important to keep your management informed of your progress in managing an emergency response?

Depending on the size of your emergency response team and the complexity of the incident, several people may fulfill one role or one person may be responsible for several roles.

The most important thing is that each task is assigned and each person involved in the incident is aware of their role and fulfills that role.

**Clear roles and responsibilities will ensure a smooth response.**

It is also important to keep the day to day command structure informed of the emergency response. The Incident Commander should inform their Operations Manager and Senior Management of the progress in responding to the emergency.

**These Essential Roles must be filled:**

- planning • environmental, health & safety • evacuation
- record keeping • research • operations • logistics
- public information officer • financial



### KEEPING THE COMMAND STRUCTURE INFORMED



If you don't know where you are going, you might wind up someplace else.

Yogi Berra



**commit • create • participate**

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